

**Erie County Department of Mental Health
Centralized Housing Placement System
For Supported Housing**

Procedure: Referral Processing & Provider Placement

Procedure No: 1.0

Date: 9/22/03

Rev: 11/18/05

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Purpose: To insure appropriate and timely Supported Housing referral processing and provider assignment through the Single Point of Entry based on system resources, prioritization, and consumer choice.

Procedure:

1. Referral applications will be submitted using the CHPS Supported Housing Referral Application. (see Procedure 3.0)
2. Referral applications will be processed by the CHPS as follows:
 - a. CHPS will review the referral against eligibility criteria for the requested or identified housing provider.
 - b. Eligible referrals will be reviewed for completeness. CHPS will request any required additional information and contact a provider or providers, depending on the applicant's interest and the available openings to complete a SHP assessment. CHPS will contact the referral source within 3-days of receipt of a complete referral packet. CHPS will also make every effort to insure the assistance of the Care Coordinator in the referral and assessment process. In the event a consumer is eligible but has not yet been enrolled in the Care Coordination program, the referral source will insure that application is made to the Single Point of Entry.
 - c. CHPS will also make every effort to accommodate the consumer's request for a particular provider. However, in the event the requested provider does not have any SHP bed availability at the time of referral, alternative choices will be discussed with the consumer.
3. CHPS will maintain a roster of all referrals received indicating the status of each referral, the assigned housing provider, the assigned Care Coordinator and additional resources for monitoring purposes.

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4. The Housing Provider, in collaboration with the consumer and Care Coordinator, will assume responsibility to evaluate the applicant's strengths, challenges, risk factors, resources and preferences in relation to the services available through the County network of supported housing providers. **The provider will complete an initial screening and submit the *Placement Report and Continued Stay Resource Request* to the Erie County Housing Coordinator within 5 business days of placement.** (See attached Assessment format and Placement Report)
5. Given the length of stay regulatory requirements imposed on EHS, all referrals from EHS will refer directly to TSI SHP programs with a copy of the referral forwarded to the CHPS.
6. In the event that the application and assessment result in the identification of significant barriers to placement, the consumer and/or housing provider will be contacted to discuss the process. The Erie County Housing Coordinator may also present the application for discussion at the next Housing Improvement Team meeting for additional recommendations. The applicant and/or the provider will have every opportunity to negotiate any concerns regarding the Service Plan and, if necessary, recommendations made by the Housing Improvement Team with the Erie County Housing Coordinator and other service providers as needed.
7. Given the waitlist for Section 8 subsidies, the Housing Provider and Care Coordinator will also be required to assist the applicant in completing a Section 8 application.
8. The Erie County Housing Coordinator and Housing Provider will make every effort to secure placement that meets the desires and needs of the applicant. This process includes but is not limited to the negotiation for additional resources, services, or Care Coordination assistance.
9. The Care Coordinator will complete the housing component of the ISP in collaboration with the applicant and the Housing Provider. It will be the responsibility of the Care Coordinator to maintain regular involvement in the ISP housing component including regular contact with the housing provider to insure progress toward goals throughout placement and involvement of the housing provider in ISP reviews/updates. (see Procedure 5.0 for details on Service Planning and Coordination)